

District of Columbia Comprehensive Assessment System (DC CAS)

2013 Test Chairperson's Training

Assessment and Accountability
Office of the State Superintendent of Education
810 First Street, NE 5th Floor
Washington, DC 20002

Introductions



OSSE Team

- Margaret J. Barco Director of Assessments and Accountability
- Ruth Aponte NAEP Coordinator
- Michelle Blakey-Tuggle Assessment Specialist
- Tonya Mead Test Integrity Coordinator
- Heidi Beeman Assessment Specialist
- Erin Watts- Health Education
 Specialist
- Swea Hart-Management Analyst

CTB/McGraw-Hill Team

- Amy Dement-Dorey Sr. Program Manager
- Glenn Gage Program Associate
- Gabriel Martinez Content
 Development Lead

Agenda



- 1. Introductions
- 2. Overview
- 3. Pre-Testing
- 4. During Testing
- 5. Post Testing
- 6. Accommodations
- 7. Test Security
- 8. Q&A

Session Outcomes



By the end of the session, participants will:

 Receive training on state testing guidelines, procedures and security protocols so that each LEA will be able to implement the state assessment program as outlined by the Office of the State Superintendent of Education (OSSE)



DC CAS Test Construction

Grades 2 – 8, & 10	Reading and Mathematics
Grade 9 (2 nd & 9 th grade scores are internally reported only)	Reading
Grades 5 and 8	Science
High School	Biology
Grades 4, 7, and 10	Composition
Grades 5, 8, and HS	Health

DC CAS Test Construction



Reading and Mathematics

- Selected-Response Items
- Constructed-Response Items

Writing Composition

 Composition-Response Items (revised and now aligned to the CCSS)

Science

- Selected-Response Items
- Constructed-Response Items

Health

Selected-Response Items

DC CAS Session Times



The DC CAS is an untimed test. The recommended Testing Time (per session) below is for planning purposes only. During the first week of testing, all Reading and Mathematics tests for all tested grades must be completed.

Content Area	Grade level	Test Session	Testing Time (per session)
Reading	Grades 2-10	Session 1 Session 2 Session 3 Session 4	45 minutes
Mathematics	Grades 2-8 and 10	Session 1 Session 2 Session 3 Session 4	50 minutes
Composition	Grades 4, 7, and 10	Session 1 Session 2	60 minutes
Science	Grades 5, 8, and Biology	Session 1 Session 2 Session 3	35 minutes
Health and Physical Education* Note: Health has five additional test items for 2013.	Grades 5, 8, and High School	Session 1 Session 2	35 minutes

CCSS Assessment Accountability Information



School Years	Instruction	Assessment
2011-2012	K-2 Math (aligned to CCSS) K-12 English language arts (aligned to CCSS) K-12 Math (DC Priority Standards) K-12 DC Science Standards	Reading: 3-8, 10 Math: 3-8, 10 - Priority Standards Composition: 4, 7, 10 - Field test Science: 5, 8 and Biology - Not included in accountability Optional Grades 2 & 9: Reading & Math
2012-2013	K-12 English language arts (aligned to CCSS) K-12 Math (aligned to CCSS) K-12 DC Science Standards	Reading: 3-8, 10 Math: 3-8, 10 Composition: 4,7, 10 - Included in accountability Science: 5, 8 and Biology - Not included in accountability Optional Grades 2 & 9: Reading & Math
2013-2014	K-12 English language arts (aligned to CCSS) K-12 Math (aligned to CCSS) K-12 DC Science Standards	Reading: 3-8, 10 Math: 3-8, 10 Composition: 4,7, 10 Science: 5, 8 and Biology - Included in accountability Optional Grades 2 & 9: Reading & Math
2014-2015	K-12 English language arts (aligned to CCSS) K-12 Math (aligned to CCSS) K-12 Next Generation of Science Standards	PARCC Assessment

DC CAS Training Materials On-Line



Train-the-Trainer Materials posted on the CTB website at: www.ctb.com/dc-cas include:

- Test Chairperson's Training PowerPoint
- Test Chairperson's Manual (TCM)
- Test Chairperson's Virtual Sample Kit
- Short/Add Form
- School Security Checklist
- FAQ

OSSE DC CAS Resources On-Line



2013 DC CAS Tools and Resources posted include:

http://osse.dc.gov/publication/2013-dc-cas-tools

- DC CAS 2013 Testing Schedule Options
- DC CAS 2013 Sample School Testing Schedule and Plan
- DC CAS 2013 LEA Security Plan and Contact Information
- DC CAS 2013 Test Administration and Integrity Plan Checklist (Rubric)
- DC CAS 2013 Test Administration Seating Chart
- DC CAS 2013 Test Chairperson's Manual

Important Dates



Test Chairperson's Training	March 12-14, 2013
Delivery of Test Chairperson's Kit	March 18-19, 2013
Delivery of Secure Test Materials	April 17-19, 2013
Last day to notify CTB of missing boxes, damaged materials, etc.	April 19, 2013
Test Material Adjustments (short/adds)	April 17-30, 2013
Test Window	April 22-May 2, 2013
Test Material Retrieval	May 2-3, 2013







Grade 2*

Test Book

- One book per student
- Included within Test Book packages to maintain security of mathematics test content

Punch-out tool*

- Ruler (yellow/purple)
- Half inch markings on one side and centimeter markings on the other side
- Commodity code 53493

Note: Test books and punch-out tools are available in large print and Braille editions for students with special needs. Answer booklets are available in large print editions only. Composition Test Booklets are available in Braille editions only.



Grade 3*

One for each student

Punch-out Tool

- Ruler (yellow/purple) with inch, half-inch, and quarter-inch markings on one side and centimeter markings on the other side
- Commodity code 2704648

Note: Test books and punch-out tools are available in large print and Braille editions for students with special needs. Answer booklets are available in large print editions only. Composition Test Booklets are available in Braille edition only.



Grades 4 -10 Test Directions Test Book

- One book for grades 4-10
- All content areas included
- Two versions of the test for each grade for Reading, Mathematics, Science, and Biology
- Forms 1 and 2

Note: Teachers should check that students in grades 4-10 are using the correct test book and answer book combination.



Reading and Mathematics Test Book*

One for each student.

Reading and Mathematics Answer Booklet

One for each student

Punch-out Tool*

- Ruler (orange fading into yellow with 1/16th-inch markings on the orange side and centimeter with millimeter markings on the other side)
- Commodity code 53499

Composition Test Booklet*

One for each student

Planning and Draft Paper

Two Pages for each student

Note: Test books and punch-out tools are available in large print and Braille editions for students with special needs. Answer booklets are available in large print editions only. Composition Test Booklets are available in Braille editions only.



Reading and Mathematics Test Book

- One for each student
- No punch-out tool needed for this grade

Reading and Mathematics Answer Booklet*

One for each student

Science Test Book

One for each student

Science Answer Booklet

One for each student

Health and Physical Education Test Book

One for each student

Health and Physical Education Answer Booklet

One for each student

Note: *Test books and punch-out tools are available in large print and Braille editions for students with special needs. Answer booklets are available in large print editions only.

Composition Test Booklets are available in Braille editions only.

Note: * Schools participating in online testing of Health will receive an addendum to the Test Chairperson's Manual that provides additional information about Health and Physical Education tests administered online.



Reading and Mathematics Test Book*

One for each student

Reading and Mathematics Answer Booklet*

One for each student.

Punch- out Tool*

- Ruler (orange fading into yellow with 1/16th –inch markings on the orange side and centimeter with millimeter markings on the other side)
- Commodity code 53494

Note: *Test books and punch-out tools are available in large print and Braille editions for students with special needs. Answer booklets are available in large print editions only. Composition Test Booklets are available in Braille editions only.

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Reading and Mathematics Test Book*

One for each student

Reading and Mathematics Answer Booklet

One for each student

Punch-out Tool*

- Ruler (orange fading into yellow with 1/16th-inch markings on the orange side and centimeter with millimeter markings on the other side)
- Commodity code 53494

Note: Students allowed to use calculators in session 1 of the mathematics test

Composition Test Booklet*

One for each student

Planning and Draft Paper

Two pages for each student

Note: *Test books and punch-out tools are available in large print and Braille editions for students with special needs. Answer booklets are available in large print editions only. Composition Test Booklets are available in Braille editions only.



Reading and Mathematics Test Booklet*

One for each student

Reading and Mathematics Answer Booklet*

One for each student

Punch-out Tool*

- Ruler (Orange fading into yellow with 1/16th-inch markings on the orange side and centimeter with millimeter markings on the other side)
- Commodity code 53494

Reminder: Students in this grade allowed to use calculators in session 1 of the mathematics test.

Note: *Test books and punch out- tools are available in large print and Braille editions for students with special needs. Answer booklets are available in large print editions only. Composition Test Booklets are available in Braille editions only.



Science Test Book*

One for each student

Science Answer Booklet

One for each student

Health and Physical Education Test Book

One for each student

Health and Physical Education Answer Booklet †

One for each student

Note: *Test books and punch-out tools are available in large print and Braille editions for students with special needs. Answer booklets are available in large print editions only. Composition Test Booklets are available in Braille editions only.

Note^{-†} Schools participating in online testing will be provided an addendum to the Test Chairperson's Manual that will provide additional information about Health and Physical Education tests administered online



Reading Test Book*

One for each student

Reading Answer Booklet*

One for each student

Note: *Test books and punch-out tools are available in large print and Braille editions for students with special needs. Answer booklets are available in large print editions only. Composition Test Booklets are available in Braille editions only.

Note:† Test Chairpersons at schools participating in online testing will be provided an addendum to the *Test Chairperson's Manual* that will provide additional information about Health and Physical Education tests administered online.



Reading and Mathematics Test Book

One per student

Reading and Mathematics Answer Booklet*

One per student

Punch-out Tool*

- Ruler (Orange fading into yellow with 1/16th-inch markings on the orange side and centimeter with millimeter markings on the other side
- Commodity code 53494

Reminder: Students in this grade will be allowed to use calculators in Session 1 of the Mathematics test

Composition Test Booklet*

One per student

Planning and Draft Paper

Two pages for each student

Note: *Test books and punch-out tools are available in large print and Braille editions for students with special needs. Answer booklets are available in large print editions only. Composition Test Booklets are available in Braille editions only.

† Test Chairpersons at schools participating in online testing will be provided an addendum to the *Test Chairperson's Manual* that will provide additional information about Health and Physical Education tests administered online

Overview of Assessment Materials Biology and Health



Biology Test Book*

One for each student

Biology Answer Booklet

One for each student

Health and Physical Education Test Book[†]

One for each student

Health and Physical Education Answer Booklet[†]

One for each student

Note: *Test books and punch-out tools are available in large print and Braille editions for students with special needs.

Answer booklets are available in large print editions only. Composition Test Booklets are available in Braille editions only.

Note:†Test Chairpersons at schools participating in online testing will be provided an addendum to the *Test Chairperson's Manual* that will provide additional information about Health and Physical Education tests administered online

DC CAS Health - Online Pilot



- 16 schools opted into an online pilot of the DC CAS for Health
- Receive additional training from OSSE and CTB for set up and administration
- Exact same test questions and test structure
- 2014 goal: all online for Health

Opting out of Sexual Health—Health and Physical Education



- Final 3-7 questions on Health test are related to sexual health
- These appear in a separate test session
- Students who have opted out via parent/guardian signature on passive consent form should not take these questions
- All other students should proceed from Session 2 to Session 3 (no break)

Pre-Test Actions





Pre-Test Actions



- Test Materials
- Test Coordinator Responsibilities
- Principal's Responsibilities
- Test Proctor Responsibilities
- Coding
- Security

Test Materials Pre-Test Actions



- Test Chairperson's Manual
- Test Directions
- Test books and answer booklets
- School Security Checklist
- Punch-out tools no punch out tools for 5th Grade
- Planning and Draft paper

Test Coordinator's Kit

- School Group Lists (SGL)
- Group Information Sheets (GIS) with coding instructions
- School Packing List
- Test Coordinator's Manuals
- Student bar code labels
- Student Pre-code Roster
- Return shipping labels

Test Security LEA Assessment Coordinators



- Each LEA must have an assessment coordinator
- In LEAs with multiple schools or campuses, the LEA Assessment coordinator may serve as the Test Chairperson for the school or campus, and is responsible for directing the overall LEA Test Security Plan at the other schools or campuses, including **non-public schools** within the District of Columbia and of-state schools.
- Additional responsibilities of LEA Assessment Coordinators include:
 - Developing the LEA Test Security Plan
 - Distributing the Test Security Plan to Test Chairpersons
 - Working closely with Test Chairperson to ensure that the test is administered with fidelity and to ensure test security
 - Monitoring test administration (random sample of schools and classrooms with the LEA)
 - > Being available to answer questions related to testing guideline and security protocols
 - Reviewing any report of missing secured materials or breaches of state test security
 - Submitting reports of missing secured materials of breaches of state test security to OSSE within 24 hours
 - Confirming that each school shipped materials to CTB/McGraw-Hill by May 3, 2013
 - Submitting the Test Security Violation LEA Plan of Action to the Assistant Superintendent of Elementary and Secondary Education for any violation of test security

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Test Chairperson's Responsibilities Pre-Test Actions



Checklist for the Test Chairperson includes:

- Attending the DC CAS training sessions
- Obtaining the school's test plan from the LEA Assessment Coordinator
- Staying abreast of all communication regarding DC CAS testing
- Receiving test materials; Inventorying materials
- Collecting Non-Disclosure Agreement (test security)
- Checking the Student Pre-code Roster and verifying the accuracy of the student data on the student bar code labels
- Ensuring that appropriate quantities of testing materials are available
- Ordering additional material form CTB/McGraw-Hill, if necessary
- Storing testing materials in a secure area
- Collaborating with the principal to follow school testing schedule
- Identifying and scheduling sufficient number of proctors
- Identifying appropriate testing sites
- Ensuring appropriate conditions and accommodations are established for students who require accommodations
- Completing security checklist
- Establishing test security procedures
- Developing local school testing plan
- Conducting test administration training for all school personnel involved in testing
- Reviewing Test Site Observation Report

Test Chairperson's Responsibilities Pre-Test Actions



- Distributing the testing materials to Test Administrators each day for testing
- Maintaining the security of testing materials
- Collecting and checking the testing materials after test administration
- Ensuring all test materials are returned
- Assembling test materials for return shipment
- Completing the /Group Information Sheets and the School/Group list
- Arranging for testing material pickup
- Reporting any testing irregularity
- Notifying OSSE and CTB of any test security exceptions (e.g. contaminated books)

Test Chairperson's Responsibilities Pre-test Actions: Establish School Test Security Procedures



Test security begins before materials are received in the building and ends when ALL test materials are returned

- Test Chairperson must set up and maintain a security file that contains:
 - Documentation of any testing disruptions
 - Copies of the School Security Checklists
 - Explanations as to why materials were not returned after testing
 - Irregularities in materials received
 - Invalidated student scores
 - Receipt and return of Test Administrator materials
 - Test administration concerns/notes
 - Missing secure materials (i.e., test materials initially received by the Test Administrator but not returned)
 - ➤ Alerts to CTB shown in the section labeled "Comments" on the School Security Checklist
- Test Chairperson <u>MUST</u> notify the Office of Assessment and Accountability, the respective LEA, and CTB Customer Services at 800-994-8579 if secure test materials are missing

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Test Chairperson's Responsibilities Pre-Test Actions: Receive Test Materials



The Test Chairperson Must:

- Confirm receipt of the total number of school boxes listed on the shipping invoice
- Open boxes within 24 hours to allow time to resolve any discrepancies
- Notify CTB DC CAS Customer Services at 800-994-8579
 immediately, no later than 12 noon on Friday, April 19, 2013, if
 any boxes are missing, contain damaged materials, or if you
 received boxes that should have been delivered to another school
- Keep all boxes for returning test materials return all materials in CTB box.

Test Chairperson's Responsibilities Pre-Test Actions: Inventory Test Materials



Test Chairperson Must:

- Check the materials specified on the School Packing List against materials received
- Ensure the security numbers on the shrink-wrapped test book packages match with those listed on the School Packing List
- Check quantities received against quantities required for each Test Administrator
- Report discrepancies or material shortages to CTB
- DC CAS Customer Services at 800-994-8579. Note any discrepancies on the School Packing List
- Ensure that test materials are placed in a secured area

Test Chairperson Responsibilities: Develop School Testing Plan



Test Chairperson Must develop a Testing Plan to include:

- Receipt and distribution of materials
- Testing schedule during Testing Window
- List of test administrators, proctors, student roster, assigned testing location, and duties of auxiliary personnel
- Accommodation requirements for students with special needs
- Material distribution and retrieval procedures

Note: Refer to the Test Administration and Integrity Plan Checklist and the 2013 DC CAS Sample School Testing Schedule/Plan found on the Assessment and Accountability website.

Test Administration Training



The Test Chairperson must review school testing responsibilities with the school staff – per the Train-the-Trainer model

The Test Administrator must:

- Conduct the testing sessions as outlined in the Test Directions, Test Chairperson's Manual, and Test Site Observation Checklist
- Establish the testing climate within the test site
- Coordinate the distribution and return of test books and answer booklets to students

- Ensure that students who require accommodations receive the appropriate accommodations
- Account for and maintain the security of all test materials
- Check and complete all required documentation
- Adhere to test directions and administration guidelines

Test Administration Training



Plan Test Administrator/Proctor Training

Refer to the *Test Chairperson's Manual* and to the State Test Administration training documents to identify materials for test administration training:

- Include the following:
 - Review of school testing plan
 - > Review of test security guidelines
 - Review of Test Site Observation Report
 - Review of test administration procedures
- Ensure that NDA forms are signed by <u>ALL</u> personnel involved in testing

Conduct Local School Test Administration Training



The Test Chairperson should:

- Assist the Test
 Administrator with the receipt and maintenance of test materials
- Assist the Test
 Administrator with the distribution and return of test materials
- Ensure that students are completing the test as required in the test administration guidelines

- Assist in maintaining the integrity of the testing process
- Assist the Test Administrator with the required test accommodations for students who need them
- Ensure test security
- Other responsibilities as needed

Principal's Responsibilities Pre-Test Actions: Notify Parents



- School/Principal must send parents a letter regarding the dates and purpose of the DC CAS testing program
- School/Principal should be prepared to answer any questions parent may have pertaining to DC CAS
- Copies of letters sent home must be kept on file for the test monitor's review
- A template with English and translated versions of the letter will be placed on the CTB website (<u>www.ctb.com/dc-cas</u>) for school use

Principal's Responsibilities Pre-Test Actions: Notify Students



- Prepare students to participate in the DC CAS
- Explain purpose and dates of testing
- Encourage positive attitudes about testing
- If needed, ensure accommodations are addressed

Use of Bar Codes





Use of Student Bar Code Labels



Pre-coded student labels must be placed on the front of the cover of the following scorable test materials in the spaces indicated in order for scores to be reported corrected:

- Reading and Mathematics Test Booklets (grade 2 and grade 3)
- Reading and Mathematics Answer Booklets (grades 4-8, and 10)
- Reading Answer Booklets (grade 9)
- Composition Test booklets (grades 4, 7, and 10)
- Science (grades 5 and 8) and Biology Answer Booklets
- Health and Physical Education (grades 5,8, and High School) Answer Booklets

Pre-coded labels are permitted on the following non-scorable test materials but are <u>not required</u>

- Reading and Mathematics Test Books (grades 4-10)
- Reading Test Books (grade 9)
- Science (grades 5 and 8) and Biology Test Books
- Health and Physical Education Test Books (grades 5, 8, and High School)

Note: If information on a precoded label is incorrect or inaccurate, place two blank lables over the inaccurate label and bubble in the student data grid.

Student Bar Code Labels: Error Directions



- If there is an error in one or more of the following, do not use the precoded bar code label:
 - ✓ Student name
 - ✓ Identification number
 - ✓ Birth date
 - ✓ Ethnicity
 - ✓ Gender
 - √ Grade
- Instead, record all of the student-identifying information on the student data grid on the back cover of the answer booklet

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Student Bar Code Labels: Inaccuracies



NOTE:If the bar code label has been placed on a test book or answer booklet and some of the information is later determined to be <u>inaccurate</u>, the test book or answer booklet can still be used by doing the following:

- Place <u>two</u> blank labels over the inaccurate label (do not exceed 3 labels on top of each other)
- Blank labels have been provided in your administrative materials – please use those
- Bubble all information on the student data grid

Student Data Grid



Complete Student-Identifying Information (Bio-Grid)

- Complete the top half of the student data grid on the back cover of the test books or answer booklets. This information should be completed <u>prior</u> to the administration of the first testing session of the assessment
- For all students (including the ones with correct Pre-code label) on the back cover of the test book (grade 2, grade 3, and Composition) or answer booklet in the top section, print the student's name, the teacher's name, and the name of the school
- The rest of the data grid may be completed later.





Student Name	
eacher	School
STUDENT'S NAM	
	Month Day Year (mark one) O Hispanic/Latino
00000000	O
	Pac Pac
99999999	00 00000000 0 May 0 0 0 Antartain Iridaty 00 000000000 0 And 0 0 0 Asian
	0
866866666	Sep Color Color Color
00000000000000000000000000000000000000	Sep
0000000000 000000000	Section Sect
000000000	00 000000000 0
୭୦୭୦୭୦୭୦ ଉପ୍ତର୍ଜନ୍ମ	00 00000000000000000000000000000000000
00000000000000000000000000000000000000	
9999999	99 999999999999999999999999999999999999
55555555555555555555555555555555555555	50 5665666 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
000000000 00000000	
00000000	50 05000000 0 50000000 99 99999999 9 90000000
868888888 83888	50 00000000 0 000000000 00 0000000 0 0 000000
000000000 000000000	00 000000000 0 000000000
IGLISH LANGUAGE LEARNER	PROGRAM PARTICIPATION (mark all that apply)
ACCESS FOR ELL	O Special Education O English Language Learner
PROFICIENCY LEVEL (mark one)	Socion 504 Socion 504 O Title I Targeted Assisted
① Lavel 1	O Home Schooling (not enrolled in a
① Level2 ② Level3	public school) O Retake (select option if student
○ Laval 4	has participated in the assessment previously)
ace preceded STUD	ENT LABEL on front cover. If a preceded student label is used, the following data cannot
modified: student name	, birth date, ethnicity, race, gender, and student ID number. If any of that information is incorrect, led STUDENT LABEL, Instead, fill in all sections of this page. For further instructions on
	page, please rater to the Test Directions or Test Chairperson's Manual.

- Complete all data grid fields applicable for students who do not have a pre-coded student label or whose label shows inaccurate information
- The data grid must reflect the Name, ID Number, Birth Date, Ethnicity, Gender, and Grade for each student who does not have a label

Session Break





Test Administration





Test Administration Test Chairperson Responsibilities During Testing



- Verify that all persons involved with testing have signed the NDA
- Track and ensure the return every test book and answer booklet, used and unused
- Keep test books and answer booklets secure before, during, and after testing
- Ensure that no student has exposure to the assessment except during testing
- Make sure that materials for each test are available and all administration procedures are being followed
- Sign out and sign in all test books and answer booklets that contain student responses. These secure materials must be returned at the end of testing
- Verify quantities of materials upon receipt and return

Test Administrator Responsibilities During Testing



Test Administrators must:

- Check for sufficient quantities of materials
- Provide each student with appropriate test book and answer booklet
- Provide procedures for receiving additional time
- Read and follow the Test Directions verbatim
- Complete student demographic information
- Provide directions to students for ending testing sessions
- Collect and account for test materials from each student
- Transcribe answers (under the direct supervision and in the presence of the test chairperson) to test books or answer booklets for Braille and large print
- Enter special codes when required for students in special populations
- Follow school plan for returning materials to Test Chairperson

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Test Administration Student and Classroom Management During Testing



- Each test session must be completed at the time of the administration
- Students cannot go back to previously tested sessions on a subsequent day to change answers
- Students cannot look ahead to items in a subsequent testing session
- Schedule supervised breaks after a test session has concluded and before commencing a new test session
- Students can not after taking a break, go back to a previous session to change answers
- Students who have finished a session must sit quietly (or escort to a break-out room) until everyone has finished and the testing session ends
- Student may read a book, complete non-math related puzzles, but may not do any writing
- Students who have not finished at the session's end must be escorted to break-out rooms for extra time necessary to complete the session

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Post-Test Activities





Post-Test Activities Security Guidelines – After Testing



- The School Security Checklist for each Test Administrator should be reviewed to ensure that the quantity and the beginning and ending serial numbers for bar-coded materials were signed out and signed in with the Test Administrator
- The Test Chairperson and the Test Administrator should have initialed the materials out and in each day
- After testing, access to test books is allowed only during makeup testing or supervised sessions for completion of data grids
- Return all test materials immediately upon completion of testing
- Any breach of testing security must be reported
 - ➤ Refer to page 10 of *DC State Test Security Guidelines*

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Post-Test Activities Group Information Sheet (GIS)



- Do <u>NOT</u> photocopy
- Go to link in the TCM electronic short order form
- Place in envelope with test books (grade 3) or answer booklets (grades 4 – 10)
- Place on top of first stack of test books (grade 3) or answer booklets (grades 4 – 10)
- Home-schooled student test materials should be returned under a separate GIS

Post-Test Activities Packaging Nonscorable Materials



- Place nonscorable materials in a box with a blue label pre-labeled and mark 1 of 1, etc. on label. Blue labels are pre-coded.
 - Any unused test documents
 - > Any used or unused Planning and Draft paper for Composition
 - Braille and large print test materials
 - > 2nd grade manuals (CTB needs these back as they are secure)
- Retain a copy of the School Security Checklist and the original School Packing List for your records in your security file.
- Write the School Name on the outside of each nonscorable carton and number "1 of 2," "2 of 2," etc.

Note: Keep your Test Chairperson's manuals and math manipulatives (punch-out rulers)

Post-Test Activities Receive and Check Materials (ELL Test Administrator)



- Check Identifying Codes for Access for ELL Proficiency Level
- Check Identifying Codes for Program Participation
 - Special Education
 - English Language Learner
 - Section 504
 - Title I Targeted Assisted
 - Home Schooling
- The above codes are <u>not</u> precoded and MUST be completed for <u>all</u> applicable students.

① ②	Level 1 ③ Level 3 Level 2 ④ Level 4
ROGRA	M PARTICIPATION (mark all that apply)
0 0 0	Special Education English Language Learner Section 504 Title I Targeted Assisted
\bigcirc	Home Schooling (not enrolled in a public school)

Post-Test Activities Return Shipping Labels



There are two types of "Return Shipping Labels"

- YELLOW for <u>scorable</u> test materials
 - » Grade 2 and 3 test books and grades 4-10 answer booklets
 - » Invalidated test materials
- BLUE— for <u>nonscorable</u> test materials
 - » Any unused test materials (other than manipulatives and TCMs)

Note: It is important to pack these in separate boxes – they are sent to two different locations!

Post-Test Activities Package Scorable Materials



- Place completed test books and answer booklets into envelopes. All materials should be in the same direction inside the envelopes.
- Be sure the completed GIS is placed on top of the stack in envelope 1 of a group.
- If testing more than one grade, number the envelopes "1 of 4," "2 of 4," and so on.
- Lay envelopes flat in boxes. Do not stand them on end.

Post-Test Activities Receive and Check Materials (Security Checklist)



Review School Security Checklist

- Multiple day check-ins and check-outs
- Verify quantity and serial numbers for bar-coded materials
- Check for initials on materials check out and in

DC CAS Operational Spring 2011 TEST YEAR: SPRING 2011 SCHOOL SECURITY CHECKLIST

(To be completed by the Test Chairperson (TC) for DC CAS Operational Spring 2011)

Packing List No: 000765

School: 101 xxxxx ELEMENTARY/MIDDLE SCHOOL

District: 002 xxxxx SCHOOLS

* REPORT ALL MISSING BOOKS TO OSSE AND CTB IMMEDIATELY

Part No: 2700698010 Part Name: Grade 3 Operational Student Test Book

Pkg of: 10

EXAMINER:
*For use with Examiner Security Checklist

Form for use with secure materials initial receipt, check-in and check-out

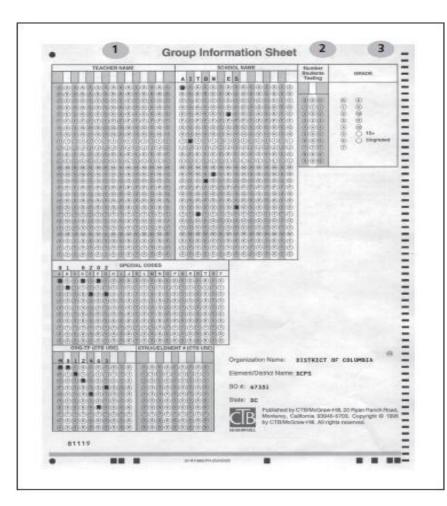
- ~ Examiner is to initial "OUT" column when receiving materials each testing day
- ~ Test Chairperson (TC) shall initial "IN" column when materials are returned each testing day ~ Return materials to the secure central site immediately following testing each day
- *Examiner's name best completed after printing

~ Make-up testing will require either the use of a photocopy of the original checklist or use of a make-up checklist

Test Book	REC'D		Di	ay #1 - D	ate:_/_	/_	Da	y #2 - D	ate:_/_		Da	y#3 - D	ate:_/_	_	Da	y#4 - D	ate:_/_	_
Security	(TC Only)	TC Only) STUDENT NAME	Answ	er Doc	Во	oklet	Answi	er Doc	Boo	oklet	Answe	er Doc	Boo	klet	Answ	er Doc	Box	klet
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Post-Test Activities Group Information Sheet (GIS)





To Complete:

- Teacher Name: last name and first initial, if needed
- Number of students testing
- Grade do not use ungraded except for Biology

Precoded:

- School Name
- School ID number
- District Name

Test materials under a single GIS must belong to only one content area and one grade

Post-Test Activities Receive and Check Materials GIS

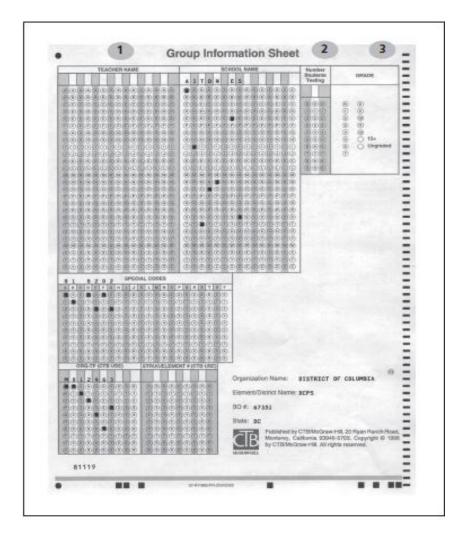


Check Group Information Sheet (GIS)

- Teacher Name 1
- Number of Students
 Testing 2
- Grade 3
- The appropriate GIS for <u>all</u> grades is purple

Group Information Sheets may NOT be exchanged between schools.

Do not use photocopied GIS



Post-Test Activities Organize and Prepare Materials



CTB

- Complete the School/Group List
 - > Teacher Name and Grade
 - Content Area (new)
 - Number of Scorable Documents
 - Contact Name and Title
 - Signature and Date

Again this year, the School Group List (SGL) has been modified so that all content areas can be listed on the same form.

Note the content area in a new column provided for that purpose

	1	District Name:		District Code: School Code:						
	2	School Name:		_						
1. 2. 3. 4.	Create a Use a nev Be sure to Sign and	reuctions below come n entry below for every C v line for each grade/co o complete and verify the date the form at the bot ve too many groups to fit	Group Information S intent combination or grade, content, or tom of the page.	Sheet (GIS) completed to (Rdg/Math may be and count for each gr	combined on o					
CTB Use		Teacher Name E IDENTICAL TO "TEACHER AME" FIELD ON GIS)	Grade (2 – 10, or Ungraded for Biology and High School Health)	Content Area (Rdg/Math, Comp, Science, Biology, Health)	Number of Scorable Answer Documents	CTB Use (Did Not Receive)				

District of Columbia

Organization Number: M222012

Organization Name: DC CAS 2013

SO Number: 63129

Post-Test Activities Receive and Check Materials (Accommodations)



- Check codes for Student Accommodations
- Located on the inside front cover of the test book (grades 2 3) and answer booklet (grades 4-10).
- The information is <u>not</u> precoded and must be completed for all students.

to do at Norma	
tudent Name	
Testing Accommodation	ns Provided to This Student
STUDENTS WITH DISABILITIES (SWD)	ENGLISH LANGUAGE LEARNERS (ELL)
Timing/Scheduling Accommodations	Direct Linguistic Support—Oral
01 Extended Time on Subtests	01 Repetition of Directions
02 Breaks Allowed between Subtests	02 Simplification of Oral Directions
03 Test Administered over Several Days	Oral Reading of Directions
04 Flexible Scheduling	04 Simplification of Writing Prompt
05 Breaks Allowed during Subtest	 05 Oral Reading of Test in English (Math, Science,
06 Test Administered at Best Time of the Day	Health, or Composition writing prompt only)
Setting Accommodations	
01 Small Group Testing	Direct Linguistic Support—Written
02 Preferential Seating	O1 English Dictionary
03 Location with Minimal Distractions	02 Bilingual Word to Word Dictionary
04 Individual Testing	
05 Noise Buffer	
06 Special Lighting	Indirect Linguistic Support
07 Adaptive or Special Furniture	01 Extended Time on Subtests
	02 Breaks Allowed Between Subtests
Response Accommodations	O3 Test Administered over Several Days
01 Calculator	04 Flexible Scheduling
02 Write in Test Books	05 Breaks Allowed during Subtest
03 Dictated Response to Examiner	06 Test Administered at Best Time of the Day
04 Oral Response to Test	07 Small Group Testing
05 Pencil Grip Accommodation	08 Preferential Seating 09 Familiar Person Administers Test
06 Pointing Response	10 Use of Markers to Maintain Place
07 Signed and/or Taped Response	10 Ose of Markers to Maintain Place
Presentation Accommodations	-999
01 Repetition of Directions	Other
02 Simplification of Oral Directions	Please specify.
Reading of Test Questions (Math, Science, Health, or Composition writing prompt only)	
04 Interpretation of Oral Directions	
05 Translation of Words and Phrases (Math, Science, Health, or Composition writing prompt only)	
06 Use of Markers to Maintain Place	
07 Amplification Equipment	
08 Magnifying Glass	
09 Large Print Test Materials	
10 Braille Test Materials	

Post-Test Activities Package Scorable Materials



- Place School/Group List (SGL) on top of the stacks of envelopes in the first box of a school series.
- Place scorable materials in a box with a yellow label mark 1 of 1, etc... on label. Yellow labels are pre-coded.
- Invalidated test materials must be packaged with the scorable test materials. Students will receive score reports that state "invalidated."
- Retain a copy of the School Security Checklist and the original School Packing List for your records in your security file.
- Do not seal envelopes or boxes until quality check is completed!

Post- Test Activities



Retrieval Days are May 2-3, 2013

- Assessment Distribution Services (ADS) will contact all sites <u>3 days</u>
 <u>prior</u> to pickup
- Sites will need to provide box counts for scorable and nonscorable materials to ADS
- Sites will receive email confirmation with 24 hours of scheduling
- The Test Chairperson or Principal must plan to be present on the day of retrieval
- ADS drivers will arrive on confirmed date and provide bill of lading.
 No rescheduling will occur.

Security Procedures Contaminated Materials



- Contaminated materials and answer booklets should not be returned to CTB
- Materials are considered as contaminated and cannot be scanned due to:
 - > Student health issue that affects the test book or answer booklet itself (blood, fluids, etc.)
 - Contact with potentially hazardous materials
- Contaminated test books or answer booklets must be transcribed into clean test books and answer booklets under the supervision of the test chairperson
- Contaminated test books and answer booklets must be destroyed at the test site

Steps for Destroying Contaminated Test Materials

• Refer to page 8 of the Test Chairperson's Manual

Test Security Procedures: Test Security Exceptions



Inventory Exception	Action Required
Test documents lost, contaminated, or destroyed while in a school's possession	Test Chairperson completed online Security Exceptions survey to notify CTB and OSSE. To access survey, go to https://www.research.net/s/NJ7XS37 , or http://www.ctb.com/dc-cas
Test documents delivered to nonparticipating sites	Nonparticipating schools who have received materials should retain them until standard pickup date and return per Section 5 Step 5, "Shipping Test Material's; located on pages 27 and 28 of the <i>Test Chairperson's Manual</i> .
Test documents released from a school's custody to a non-CTB-specified carrier where any of the following are unknown: • Destination • Carrier • Tracking Information	Test Chairperson completes online security Exceptions survey to notify CTB and OSSE. To access survey, go to https://www.research.net/s/NJ7XS37 or http://www.ctb.com/dc-cas

Test Invalidation



Test Invalidation Procedures:

Tests should be invalidated only in these specific cases:

- Student becomes ill and unable to complete the test
- There is clear evidence that the student received inappropriate assistance
- Student receives assistance reading a passage on Reading or Composition test (i.e read aloud or translation)
- Fill in <u>all</u> of the circles of the first <u>five</u> multiple-choice questions in that content area section (Grade 2 and Grade 3) in the student's test book
- Grades 4-10 for Reading, Mathematics, Science, Biology, and Health and Physical Education Only)



 For Composition, fill in the whole row of zeros in the filed titled 'special use Only" on the back cover

Note: Invalidating a section of a content area invalidates the entire content area

Post- Test Activities The Return of Testing Materials



What if scenarios

What if Action

School wasn't ready when driver arrived	Reschedule a new pickup date
Driver arrives and no one is at school to sign for materials, materials will be late	CTB notified for escalation to OSSE
Driver running late	Driver call dispatch/reschedule
Customer Service Representative at ADS enters date wrong or other data error	Other vendors will be contacted and freight expedited as needed
School does not call to schedule pickup within the determined window	Will be assigned a date in the 2 day pickup window May 2 nd or May 3 rd

Accommodations





Appendix A: Quick Reference Chart of Approved Accommodations



Note: List is NOT finite list. Refer to the *Testing Accommodations Manual*.

Accommodations	DC CAS- Reading	DC CAS- Mathematics	DC CAS-Science (including Biology)	Health	DC CAS- Composition	NAEP	ACCESS for ELLs® (Only ELLs with IEPs are allowed to use disabilities accommodations)
Grades Administered	2-8,9,10	2 – 8, 10	5, 8, biology	5, 8, High School	4, 7, 10	4, 8, 12	K - 12
Oral response to test	SWD	SWD	SWD	SWD	SWD	SWD	SWD allowed only for Listening and Reading
Pointing response	SWD	SWD	SWD	SWD	SWD	SWD	SWD allowed only for Listening and Reading
Preferential seating	SWD/ELL	SWD/ELL	SWD/ELL	SWD/ELL	SWD/ELL	SWD/ELL	SWD
Repetition of Directions	А	А	А	А	А	А	A
Signed and/or taped response	SWD	SWD	SWD	SWD	SWD	SWD	
Simplification of oral directions	SWD/ELL	SWD/ELL	SWD/ELL	SWD/ELL	SWD/ELL	SWD/ELL	SWD
Simplification of Writing Prompt					ELL		
Small group testing	SWD/ELL	SWD/ELL	SWD/ELL	SWD/ELL	SWD/ELL	SWD/ELL	SWD
Special lighting	SWD	SWD	SWD	SWD	SWD	SWD	SWD
Test administered at best time of day	SWD/ELL	SWD/ELL	SWD/ELL	SWD/ELL	SWD/ELL		
Test administered by familiar person	SWD/ELL	SWD/ELL	SWD/ELL	SWD/ELL	SWD/ELL	SWD/ELL	SWD
Test administered over several days	SWD/ELL	SWD/ELL	SWD/ELL	SWD/ELL	SWD/ELL		SWD for Listening, Reading, and Writing (not allowed for Speaking)
Write in test books	SWD	SWD	SWD	SWD	SWD	Not Applicable	

DC CAS Accommodations



- It is important that accommodations used on assessments also are used in instruction
- Some accommodations used for instruction, <u>are not</u> allowed for assessment as they impact the construct validity
- Must be allowable by the District of Columbia to prevent score invalidation
- Refer to approved accommodations in the Test Chairperson's Manual and in the state training document
- Students need to be familiar and comfortable with all necessary accommodation(s) BEFORE
 the assessment
- SPED & ELL Complete Special Education or English Language Learner accommodations coding is required <u>after</u> students have completed their DC CAS tests
- Guidelines for selecting, implementing and evaluating the use of accommodations for students with disabilities and English language learners can be found at: http://osse.dc.gov/service/accommodations
- Requesting the use of nonstandard accommodations require the B6 Form
 - ➤ Selecting Nonstandard Accommodations for students with an *IEP or 504 Plan requires* submission of the *B6 form*
 - Submit request to Michele Blakey-Tuggle at michelle.blakey-tuggle@dc.gov by March 22, 2013

http://osse.dc.gov/service/accommodations

DC CAS Accommodations



Nonstandard Accommodation Request for Students with an IEP or 504 Plan

To be submitted by the LEA Assessment Coordinator only

Due Date: March 22, 2013							
Date of Request (MM/DD/YY)://							
Part One							
LEA Name:							
LEA Assessment Coordinator:							
Email:							
Phone Number:							
Student Name: Last First MI							
State ID:							
Grade: School:							
1. Nonstandard Accommodation needed for (Check on or more content areas):							
DC CAS: Reading Composition Mathematics Science							
2. In which document is this accommodation listed as used regularly in the classroom and on the district assessments? Attach a copy of documentation							
IEP 504							
3. Accommodation category/categories:							
Presentation Response Setting Time							
Davit Tura							

Dual Identification: Disabled and English Language Learner



- English language learners with disabilities create different and unique needs for accommodations
 - Each must be considered separately
 - ➤ However, the IEP or 504 team **and** the ELL accommodations committee must work together to **plan and document** the needs of the student
- Accommodations selected should address the disability and meet the student's direct or indirect linguistic needs

General Guidelines for Matching Accommodations to ELP Levels



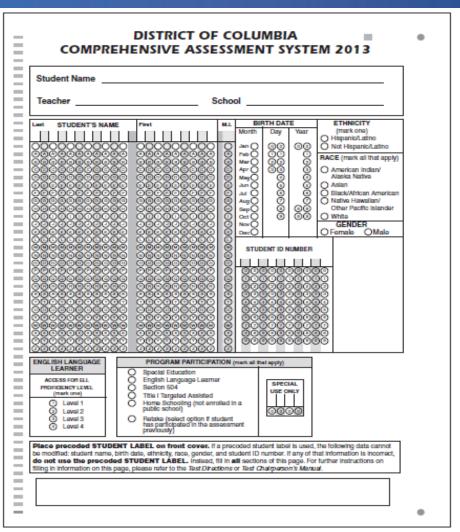
- ELLs with beginning ELP (WIDA 1-2) oral reading of test directions or test items for Math, Science or Health; repeat or simplify oral directions
- ELLs with Intermediate ELP (WIDA 3-4) bilingual word-toword dictionary with extra time to use it, oral reading of portions of text as requested by a student in Math, Science or Health
- ELLs with Advanced ELP (WIDA 5-6) NOT eligible for accommodations; but might benefit from certain test administration practices

Complete Additional Student Information



- Access For ELL Proficiency Level (1 – 4)
- Program Participation
 - > Special Education
 - > English Language Learner
 - ➤ Section 504 Student
 - > Title I Targeted Assisted
 - ➤ Home Schooling

The above codes are not precoded and must be completed for all students.



Complete Additional Student Information



- Accommodations page for SWD and ELL can be found on the inside front cover of the test book (grades 2 & 3) and the back cover of the answer booklet (grades 4-8 and 10).
- The accommodation information is <u>not</u> precoded and must be completed for all students.

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Accommodations Common Questions



- Calculators All students in grades 7, 8, and 10 will be allowed to use calculators in Session 1. SPED students may use a calculator for additional sections of the test, if it's noted on their IEP. (refer to the accommodations manual for more details)
- Highlighter Allowed for grades 4-10; not allowed for grades 2 or 3 (2nd and 3rd grade students may use No. 2 pencil on the passages instead of highlighter)
- Read Aloud Only allowed for math, science, health, and composition sessions (does not apply to 2nd grade, as math questions are read aloud)
- **Braille and Large Print** Transcribe answers to the answer document under the supervision of the Test Chairperson
- Dictionaries Dictionaries are not allowed on the DC CAS. Exceptions apply to ELL students per the Testing Accommodation Manual

Test Security Procedures





Test Security Procedures



School Security Checklist

- Test Chairperson should make copies of the Security /Checklist for each grade and content area prior to testing
- Test Chairperson should write the names of students in Security Checklist Under column 4 prior to testing
- Test Administrator and Proctor must initial Security Checklist when booklets are signed out and in each testing day
- Test Chairperson must initial returned column each day materials are returned
- There are separate Security Checklists for each content area:
 Reading/Mathematics, Science, Composition and Health and Physical Education

Test Security Procedures: Secure Materials



- Test chairperson must inventory test materials and maintain test security by using the security numbers to account for all test books before, during, and after test administration until they are returned to CTB
- Security numbers correspond to the security barcodes on the School Packing List
- If numbers do not correspond, call OSSE at 202.741.0470 or email swea.hart@dc.gov and call CTB DC CAS customer Service at 800-994-8579
- Test books shipped to schools that are determined to be missing must be accounted for by the school principal
- Failure to account for all test booklets constitutes a serious violation of test security
- All test booklets are sealed, only the student can break the seal when the testing session begins

Test Security Procedures: Violations



Communicating Alleged Test Security Violations

- Guidelines described in detail in the *District of Columbia State Test*Security Guidelines, available at: http://osse.dc.gov/service/test-security
- Any person who witnesses or believes a test security violation occurred, either by school personnel or students must report it <u>ASAP</u> (no later than 24 hours after the alleged violation occurred) to the principal, test chairperson, LEA Assessment coordinator, or OSSE
- All incidents must be reported using the State Test Security Incident Reporting Form found in DC State Test Security Guidelines document

Test Security Procedures: Forms



Test Security and Integrity Forms

- Test security and integrity forms are posted and available at: http://osse.dc.gov/publication/2013-dc-cas-tools
 - ➤ Medical Emergency Testing Exemption Form
 - > State Test Security and Non-disclosure Agreement
 - State Test Security Incident Reporting Form
 - State Test Security Violation- LEA Plan of Action

Test Chairperson's Manual



Review carefully!

 Note the observation forms (Test-Site/Accommodations/ELL Accommodations

 Note Appendix B: State Test Security and Non-Disclosure Agreement

Contact Information



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Q&A

